

~~DDA SUBJECT FILE COPY~~

## ROUTING AND TRANSMITTAL SLIP

Date

2/15/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/LOGISTICS	85	0434/1
2.		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR APPROPRIATE ACTION

45-1

(INFORMATION CALLED OVER TO OL AFTERNOON  
2/15/85-- [ ] WILL CALL INFORMATION  
RE MEETING OVER TO C/SUPPLY DIVISION/OL WHO  
WILL PROBABLY SEND A COUPLE OF PEOPLE TO  
ATTEND.)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

F [ ] ost) 09	Room No.—Bldg.
[ ] 7D13 HQS	Phone No.

5041-102

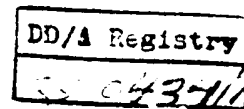
☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

General Office of  
Services Federal Supply  
Administration and Services Washington, DC 20406



FEB 06 1985



Mr. Harry E. Fitzwater  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

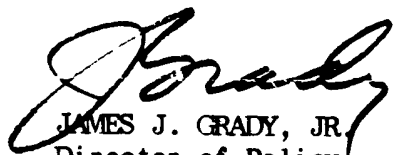
Dear Mr. Fitzwater:

As outlined in our letter of January 31, all of the General Services Administration's Self-Service Stores (SSS) in the National Capital Region will shortly be closed. This realignment will emphasize enhanced retail supply support through our Customer Supply Center (CSC) in Franconia.

In order to make the transition from SSS to CSC as easy as possible, we have scheduled a user seminar on February 19, at 9:00 a.m. in the Auditorium of our Regional Office Building at 7th and D Street SW. The targeted audience for this seminar are persons who actually order supplies. This briefing will take about one hour and will cover all aspects of using the CSC. A brief agenda is attached.

Due to the size of the room, please, if possible, limit your attendees to four. Should you have any questions, please contact Elaine Plotkin on 557-8600. As always, we look forward to working with you to meet your Agency's needs.

Sincerely,

  
JAMES J. GRADY, JR.  
Director of Policy  
and Agency Assistance

Enclosure

## Use of the Customer Supply Center

### User Services

1. Opening Remarks
2. Overview of SSS Closures
3. Using the Customer Supply Center
  - a) How to use the Catalog
  - b) Preparing the Order
  - c) Placing the Order
  - d) Delivery of the Order
  - e) Reporting Discrepancies
  - f) Billing

### Vu-graphs

1. Order Form
  2. Packing Slips
  3. Explanation of Formats
4. Question and Answer Period